

# **AGR VACANCY ANNOUNCEMENT**

## **ARIZONA AIR NATIONAL GUARD**

### **ACTIVE GUARD AND RESERVE**

### **HUMAN RESOURCE OFFICE**

**5636 East McDowell Road, Phoenix, AZ 85008-3495**

**PHONE (602) 267-2783; DSN 853-2783; FAX (602) 267-2782**

**WEBSITE: [www.az.ngb.army.mil/hro](http://www.az.ngb.army.mil/hro)**

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**ANNOUNCEMENT NUMBER: 03-170A**

**DATE: 19 JUNE 2003**

**CLOSING DATE: 10 JULY 2003**

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**POSITION TITLE, SERIES, GRADE, POSITION NUMBER AND MAXIMUM AUTHORIZED MILITARY GRADE:**  
**SECRETARY (OA), GS-0318-05, TC80032000, SSG/E-5**

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**APPOINTMENT FACTORS:**    **OFFICER ( )**                      **ENLISTED ( X )**

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#### **LOCATION OF POSITION:**

**162<sup>nd</sup> FIGHTER WING, TUCSON, ARIZONA**

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**AREA OF CONSIDERATION:** This position is in the Active Guard and Reserve Force and is **open to members of the 162<sup>nd</sup> Fighter Wing, Tucson, Arizona and those eligible for membership**. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position, applicants must meet minimum qualifications as outlined on the reverse of this announcement. **PCS FUNDS ARE NOT AUTHORIZED.**

**NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.**

**NOTE: Individual must bring their control grade with them.**

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#### **NATIONAL GUARD REQUIREMENTS:**

1. If selected, you must be in compliance with physical fitness, height, weight, and body fat measurement standards. You must have completed a medical examination in accordance with AFI 48-123 within the 18 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program.
2. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
3. If selected for an AGR tour, you must, at the time of entry on active duty, have sufficient retainability to complete 20 years of active Federal service before your mandatory separation date (MSD) for officers, or age 60 for enlisted members. In addition, you must be able to serve at least five consecutive years in the AGR program prior to your eligibility for military non-disability retirement or retainer pay.
4. You must meet eligibility requirements of AFM 36-2108 (Airman Classification) and AFI 36-2105 (Officer Classification), and ANGI 36-101 (The Active Guard/Reserve Program).

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.**

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#### **POSITION COMPATIBILITY REQUIREMENTS:**

**Once the selection is made, the individual(s) must be a member of the Arizona ( AIR ) National Guard ( 161 ARW ), qualify for and be placed in the following compatible AFSC/MOS/AOC: 3A0X1**

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#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R or a self generated form that clearly justifies each KSA.**

1. Ability to type correspondence in proper format using typewriter and word processing.
2. Ability to type a minimum of 40 words per minute.
3. Ability to maintain office files of correspondence, directives, regulations and other information.
4. Ability to operate computers, programs, and associated equipment.
5. Ability to communicate effectively both orally and in writing.
6. Ability to deal effectively with all levels of leadership and management.

**INSTRUCTIONS FOR APPLYING:** Individuals who meet the basic qualification requirements (Specialized Experience) may apply. **Individuals applying for AGR positions must submit a NGB Form 34-1 (AGR Application) and AZ Form 34-1 (Arizona AGR Application Supplement).** Applicants may submit a résumé detailing military and civilian experience limited to either paid or nonpaid experience directly related to this position. Listed experience must include; job title, duties and accomplishments, employers' name and address, supervisors' name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant EEO Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications will not receive an adequate evaluation by the Selection Panel if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). For further information call 267-2783/ 2960/ 2789 or DSN 853-2783/2960/2789. **USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE.**

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must fully substantiate in their application package how they meet the requirements listed below in the Specialized Experience area. **Failure to address and justify the Specialized Experience Requirements in your application package will cause you to be considered unqualified for this position.**

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**SPECIALIZED EXPERIENCE:** Must have 6 months experience which the candidate has performed functions such as composing routine correspondence; maintaining administrative files; maintaining directives and regulations, receiving and distributing incoming and outgoing correspondence, and typing of correspondence.

**BRIEF JOB DESCRIPTION:** This position is located in an Air National Guard Organization. Its' purpose is to serve as the personal assistant and principal clerical and administrative support to one or more supervisors. Organization(s) serviced is subdivided into subordinate segments which are supervised through one or more levels of supervision or is of limited complexity where extensive responsibility exists for outside coordination. Participates in the management of the office by applying a good working knowledge of the organizational functions and procedures in order to relieve the supervisor(s) of clerical and administrative support work. Receives visitors and telephone calls and exercises judgment in screening those which can be handled personally or referred to other staff personnel. Schedules appointments and makes arrangement for time, participates, and location of meetings in accordance with instructions from supervisor. Reviews outgoing correspondence for proper format, conformance with general policy, procedural instructions, grammar, typographical accuracy and necessary attachments. Maintains office files of correspondence, directives, regulations, and other convenient information. Arranges for travel, arranges visit schedules, notifies organizations and officials to be visited, makes reservations and submits travel vouchers and reports. Utilizes word processing equipment to select information from source data or type, from plain copy or rough draft, a variety of material, including military and nonmilitary correspondence, reports, summary sheets and staff studies, and statistical and tabular material. Receives requests for information including highly specialized or classified material.

**SELECTING SUPERVISOR:** Lt. Col. Michael W. Knutson